The members of the Adams State College Cabinet convened in a regular meeting on Monday, February 5, 2007 on the campus of Adams State College, President’s Conference Room.

**Attendance:**

Guy Farish – Present
Georgia Grantham – Present
Bill Mansheim – Present
Ken Marquez – Present
Teri McCartney – Present
Larry Mortensen – Present

Mike Nicholson – Present
* Frank Novotny – Present
David Svaldi – Present
Sandra Starnaman – Present
James Trujillo – Present
Julie Waechter – Present

(*Facilitator)

Guest(s):  Josh Hill, Student – Smoker’s Kiosk Proposal
  Philip Schroeder, Financial Aid Director – Work Study Issues
  Gary Garcia, Accounting Technician II – Student Health Insurance
  Bea Martinez, Student Business Services Director – Student Health Insurance

**Approval of Summaries**

The January 29, 2007 Cabinet summary was approved.

**Announcements:**

President Svaldi informed Cabinet of a reception being held by the *Alamosa County Chamber of Commerce* and *Sun Edison* on Tuesday, February 6th at 6:00pm at the *Inn of the Rio Grande*. The purpose of the reception is to provide information regarding the new solar power plant being constructed north of Alamosa and of it’s economic contributions that solar power is to bring to the San Luis Valley. Several key staffers from *Sun Edison* will be in attendance to answer questions. All are welcome to attend.
AS&F Senate will meet Monday, February 5th at 6:00pm.

Larry Mortensen announced that Tuesday, February 6th is Championship Night and asked that members of Cabinet attend the basketball game to show their support. Additionally he was pleased to inform Cabinet that 139 Adams State College Student Athletes were placed on the 80’s Honor Roll as well as the Ladies Cross Country team being permanently inducted into the Colorado Women’s Athletic Hall of Fame.

Mike Nicholson informed Cabinet of the resignation of David Newmyer, IT Technician. The position’s job description will be reviewed with hopes of filling the vacancy in short order.

Teri McCartney briefed Cabinet on the progress of the search for the Director of Public Safety. Telephone interviews will be conducted at the end of the week with on-site interviews to follow.

Georgia Grantham informed Cabinet that the Micro Film machine used in the Records department is completely inoperable and can not be repaired. The machines is used to access the backup copies of student transcripts from 1991 to present. Alternate means of accessing the data is being researched.

Georgia Grantham announced that more than 90% of department chairs have been contacted and informed of the “Who’s Billy” campaign. The overall response to the campaign has been very positive. A summary of all feedback will be shared at a future Cabinet meeting.

Sandra Starnaman will be out of the office February 7th – 9th.

Mike Nicholson will be out of the office February 6th attending a CIO conference.

President Svaldi will be out of the office February 12th.

Policy

- Frank Novotny discussed and asked for Cabinet to review and to e-mail feedback on the Independent Study, Individual Study, Late Adds, Late Drops, and Late Withdraws policies. The aforementioned are policies that are currently being used and reviewed for possible revisions/amendments.
**Action Items**

**House Bill 1026**

Cabinet continued discussions regarding the institution’s current mandatory student health insurance policy. Bill Mansheim informed Cabinet that House Bill 1026 only applies to institutions that mandated student insurance after 1994. The current student insurance policy has not changed in over 15 years and offers “basic” coverage that has been found to be inadequate. Discussions with the *San Luis Valley HMO, Valley-wide Health Services, and Adams State College* are ongoing to develop a more comprehensive student insurance plan.

**Dissemination of HLC Reflection Day Responses**

A 13-page summary of faculty and staff responses to the questions asked at the recent HLC Reflection Day was sent electronically to all Cabinet members for their perusal. Guy Farish requested feedback as soon as possible.

**Information Items**

**Smokers’ Kiosks Proposal**

Adams State College student Josh Hill presented a proposed design and locations of “Smokers’ Kiosks” to be built on campus and asked for Cabinet’s support. The main purpose of the structure would be to provide shelter from the elements for smokers who are required by law and campus policy to smoke 15 feet away from any building on campus. Mr. Hill noted that the design of the structure would be aesthetically appealing, possibly incorporate landscaping, and could also be utilized by musicians, artist, etc. Todd Wright from Facilities Services will be asked to join Cabinet at a future meeting to further discuss the matter prior to making a decision.

**Work-study Pay Schedule**

Georgia Grantham provided a revised wage scale and budget worksheet for work-study employment. It was noted that 86% of all work-study students’ wages increased as a result of the recent increase in minimum wage. Ken Marquez made a motion to approve the revised work-study wage scale, noting the scale applies only to work-study and not campus employment wages. Bill Mansheim seconded the motion. The motion passed unanimously.
Cabinet further discussed the wage scale for campus employment. Bill Mansheim motioned that department managers of campus employment funds would be responsible for setting their pay scales with the understanding they must stay within their budgets. Sandra Starnaman seconded. The motion passed unanimously.

Update on Foundation Business

President Svaldi gave a brief update regarding recent Adams State College Foundation business.

Academic Computing Positions

A proposal to fill the Academic Computing Instructional Design position part-time was discussed. Mike Nicholson, Teri McCartney, and Sandra Starnaman will meet to discuss the proposal and report back to Cabinet.

“Who’s Billy”- Employee Recognition Update

Georgia Grantham updated Cabinet on the “Who’s Billy” nomination processes. Numerous individuals have been nominated to be recognized for their contributions to the institution. It was decided that recognition of individuals will be scheduled at the beginning of Cabinet meetings.

Next meeting of Cabinet

The facilitator for the February 12, 2007 Cabinet meeting will be Ken Marquez.

Adjournment

The meeting adjourned at 10:50am.